

■ FTP

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# Agency Orientation/ Department Policies



# AGENCY ORIENTATION / DEPARTMENT POLICIES

## AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have been scheduled for and successfully completed the following training prior to starting the uniformed patrol field training program:

### 1.1.01 Firearms/Weapons qualification

**Reference:**

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

### 1.1.02 Arrest and control techniques

**Reference:**

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

### 1.1.03 Impact weapon qualification

**Reference:**

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

## AGENCY ORIENTATION

1.1.04 The trainee will discuss his/her duties and obligations and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

**Reference:**

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					Field Perform Role Play Written Test Verbal Test			Field Perform Role Play Written Test Verbal Test
Trainee								
Comments:								

## AGENCY ORIENTATION / DEPARTMENT POLICIES

1.1.05 The trainee shall review and briefly explain agency directives, rules, and regulations pertaining to:

- A. Standard of conduct on and off duty (values, ethics, principles)
- B. Rules governing outside employment
- C. Regulations on carrying weapons off duty
- D. Hours of all shifts and absence reporting requirements
- E. Interaction with associated law enforcement agencies
- F. News media release laws, rules and regulations
- G. Security of agency facilities
- H. Any additional agency-specific directives, rules and regulations

**Reference:**

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.06 The trainee shall review and explain department General Orders related to:

- A. Use of Force
- B. Use and Discharge of Firearms
- C. Domestic Violence
- D. Emergency Vehicle Operations
- E. Sexual Harassment
- F. Use of Less-Lethal Weapons
- G. Protective Orders
- H. Hate Crimes
- I. Child Abuse Investigations
- J. Any additional agency-specific General Orders

**Reference:**

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Field Perform Role Play Written Test Verbal Test
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Trainee								
Comments:								Case/Report No.:

# AGENCY ORIENTATION / DEPARTMENT POLICIES

1.1.07 The trainee shall be oriented to the work area, including:

- A. Introductions to key personnel
- B. Equipment and supply locations

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.08 The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field.

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.09 The trainee shall review and explain what constitutes unauthorized equipment.

**Reference:**

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.10 The trainee shall review and explain agency policy on uniforms and equipment damage.

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

## AGENCY ORIENTATION / DEPARTMENT POLICIES

1.1.11 The trainee shall demonstrate the procedures for obtaining and using the following items:

- A. Vehicle
- B. Hand-held radio
- C. Firearms/Weapons
- D. Ammunition
- E. Special equipment (i.e., helmet, mace, gas mask, etc.)
- F. Report forms
- G. Flares

**Reference:**

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Trainee								
Comments:								Case/Report No.:

## COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

1.1.12 The trainee shall know the following locations within the agency's jurisdiction:

- A. Hospital(s)
- B. Firehouse(s)
- C. Bars and "hot" spots
- D. Schools
- E. Community service organizations
- F. Park and recreation areas
- G. Hazardous material/priority locations (refineries, WMD potential targets, etc.)

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F.T.O.								
Trainee								
Comments:								Case/Report No.:

1.1.13 The trainee shall know the names and locations of important types of roadways in the community or assigned area. These shall include:

- A. Major arteries
- B. "Through streets"
- C. Dead-end streets

## AGENCY ORIENTATION / DEPARTMENT POLICIES

- D. Freeways
- E. Fire trails or other special access routes

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Trainee								
Comments:								Case/Report No.:

- 1.1.14 The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

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Comments:								Case/Report No.:

## SUPPORT SERVICES

- 1.1.15 The trainee shall identify the location and general function of each of the following:
- A. City Hall or County Administration Building
  - B. Municipal, Superior, and Juvenile Courts
  - C. District Attorney's Office
  - D. Probation Department
  - E. Health Department and/or Coroner's Office
  - F. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or departments)
  - G. County/City Jail(s)
  - H. Welfare Department
  - I. Juvenile Hall
  - J. State and Federal law enforcement agencies, including:
    - 1. California Highway Patrol – CHP
    - 2. Department of Motor Vehicles – DMV
    - 3. Federal Bureau of Investigations – FBI
    - 4. Postal Inspectors
    - 5. Bureau of Narcotic Enforcement – BNE
    - 6. Secret Service
    - 7. Immigration and Naturalization Service – INS

## AGENCY ORIENTATION / DEPARTMENT POLICIES

8. Bureau of Alcohol, Tobacco, and Firearms – ATF
  9. Military Police
  10. US Marshall Service
  11. Railroad Police
- K. Additional support services (Service Centers, Child Protective Services, etc.)

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Trainee								
Comments:								Case/Report No.:

1.1.16 The trainee shall explain the proper utilization of agency special teams/units, including:

- A. SRT/SWAT
- B. K-9
- C. Search and Rescue
- D. Additional Agency-specific units (Mental Health Units/Liaisons; Bomb Squad, etc.)**

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